

# Tools for Career Exploration

Tools for Career Exploration is a matrix that guides users to the appropriate resource to answer their questions about occupations.

If the resource is available on the Internet, click on the word "On-line" in the row labeled "Link to Resource on the Internet" to jump directly to the resource.

A Product of the

Employment Development Department  
Labor Market Information Division  
7000 Franklin Blvd. Bldg. 1100  
Sacramento, CA 95823

Phone (916) 262-2162



**STATE OF CALIFORNIA**  
Gray Davis  
*Governor*

**HEALTH AND HUMAN  
SERVICES AGENCY**  
Grantland Johnson  
*Secretary*

**EMPLOYMENT DEVELOPMENT  
DEPARTMENT**  
Michael S. Bernick  
*Director*

# Tools for Career Exploration

See Page 5  
for resource  
descriptions

*www.calmis.ca.gov/htmlfile/subject/GUIDE.HTM*  
**CA Occupational Guides**  
*www.calmis.ca.gov*  
**CALIMS**  
**CA Career Notes**  
**CA Career Videos**  
**WorkSmart**

Link to Resource on the Internet	On-Line	On-Line			
<b>Information Level</b>					
<i>S</i> tate- <i>L</i> ocal- <i>B</i> oth- <i>N</i> ational- <i>A</i> ll	<i>B</i>	<i>S</i>	<i>S</i>	<i>B</i>	<i>S</i>
<b>Information Type</b>					
Advancement Opportunities	✓	✓	✓	✓	✓
Education/Training	✓	✓	✓	✓	✓
Occupational Employment by Industry					
Employer Lists					
Job Openings					
Job Search Skills or Tips	✓	✓	✓	✓	✓
License Requirements	✓	✓		✓	✓
Maps					
Occupation Description	✓	✓	✓	✓	✓
Outlook/Trends	✓	✓	✓	✓	✓
Qualifications	✓	✓	✓	✓	✓
Related Occupations	✓	✓		✓	✓
Skills	✓	✓		✓	
Social & Economic Demographics	✓				
Supply/Demand Assessment	✓				
Training & Education Sites					
Transit Routes					
Wages	✓	✓	✓	✓	✓
<b>Delivery Format</b>					
Print Publication		●	●		
CD-ROM				●	●
Internet	●	●			
Video Clips & Audio Narrative				●	●

## ORDERING INFORMATION

- Information or phone orders (916) 262-2162
- Order form at <http://www.calmis.ca.gov/htmlfile/orderfrm.htm>
- Product List at <http://www.calmis.ca.gov/htmlfile/productlist.htm>

\* Information available via Internet Link from the CD-ROM

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descriptions

CA Career & Training Information System  
www.cactis.ca.gov

CA Professional & Business License Handbook  
commerce.ca.gov/doc/business/small/  
management/pub/license/  
sti.soicc.ca.gov/sti

CA Training & Education Providers  
www.soicc.ca.gov/lab/bid/prospect/s99.pdf

CA Job Prospects

Link to Resource on the Internet		On-Line	On-Line	On-Line	On-Line
<b>Information Level</b>					
<i>S</i> tate- <i>L</i> ocal- <i>B</i> oth- <i>N</i> ational- <i>A</i> ll	<i>B</i>	<i>L</i>	<i>L</i>	<i>S</i>	<i>S</i>
<b>Information Type</b>					
Advancement Opportunities	✓	✓			
Education/Training	✓	✓	✓		✓
Occupational Employment by Industry	✓				
Employer Lists					
Job Openings		✓			
Job Search Skills or Tips	✓				✓
License Requirements				✓	
Maps			✓*		
Occupation Description	✓	✓			
Outlook/Trends	✓	✓			✓
Qualifications	✓	✓			
Related Occupations	✓				
Skills	✓				
Social & Economic Demographics					
Supply/Demand Assessment	✓				
Training & Education Sites	✓	✓	✓		
Transit Routes			✓*		
Wages	✓	✓			✓
<b>Delivery Format</b>					
Print Publication	●			●	
CD-ROM			●		
Internet		●	●	●	●
Video Clips & Audio Narrative					

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www.calmis.ca.gov/htmlfile/ccois/oor.htm  
Occupational Outlook Reports

www.calmis.ca.gov/htmlfile/occup\$wagesup\$&htm  
CA Directory of Local Area Wages

www.calmis.ca.gov/htmlfile/occup\$OES\$&htm  
Employment and Wages by Occupation

www.calmis.ca.gov/htmlfile/pubs.htm#PPI  
Projections & Planning Information

www.cajobs.ca.gov/  
CaJOBS

Link to Resource on the Internet	On-Line	On-Line	On-Line	On-Line	On-Line
<b>Information Level</b>					
<i>S</i> tate- <i>L</i> ocal- <i>B</i> oth- <i>N</i> ational- <i>A</i> ll	<i>L</i>	<i>L</i>	<i>B</i>	<i>L</i>	<i>L</i>
<b>Information Type</b>					
Advancement Opportunities	✓				
Education/Training	✓				
Occupational Employment by Industry					
Employer Lists					
Job Openings					✓
Job Search Skills or Tips					
License Requirements	✓				
Maps					
Occupation Description	✓				
Outlook/Trends	✓			✓	
Qualifications	✓				
Related Occupations					
Skills	✓				
Social & Economic Demographics	✓			✓	
Supply/Demand Assessment	✓				
Training & Education Sites	✓				
Transit Routes					
Wages	✓	✓	✓	✓	✓
<b>Delivery Format</b>					
Print Publication	●	●		●	
CD-ROM					
Internet	●	●	●	●	●
Video Clips & Audio Narrative					

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America's Career InfoNet  
www.acinet.org/acinet/

online.onecenter.org/  
O\*NET

Occupational Outlook Handbook  
stats.bls.gov/ocahome.htm

Occupational Outlook Quarterly  
stats.bls.gov/pub/ooq/ooqhome.htm

Link to Resource on the Internet	On-Line	On-Line	On-Line	On-Line
<b>Information Level</b>				
<i>S</i> tate- <i>L</i> ocal- <i>B</i> oth- <i>N</i> ational- <i>A</i> ll	<i>A</i>	<i>N</i>	<i>N</i>	<i>N</i>
<b>Information Type</b>				
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Occupation Description	✓	✓	✓	✓
Outlook/Trends	✓	✓	✓	✓
Qualifications	✓	✓	✓	✓
Related Occupations	✓	✓	✓	✓
Skills	✓	✓		
Social & Economic Demographics				✓
Supply/Demand Assessment				
Training & Education Sites				
Transit Routes				
Wages	✓	✓	✓	✓
<b>Delivery Format</b>				
Print Publication		●	●	●
CD-ROM		●		
Internet	●	●	●	●
Video Clips & Audio Narrative	●			

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## **RESOURCE DESCRIPTION**

**America's Career InfoNet** hosts a wealth of information under the main categories of Career Exploration, General Outlook, Wages and Trends, State Profile, and Resource Library. Unique to **Career InfoNet** is the ability to search by occupation for specific employers down to the community level. Use this site to create a list of potential employers for informational interviews or your job search. Developed by the Department of Labor (DOL).

**California Career Notes - Careers With a Future** provide "at a glance" information about 50 occupations suited for entry-level job seekers--jobs with a large number of openings and career growth potential. These easily readable, single sheet Career Notes target entry-level workers, including welfare-to-work clients.

**California Career Videos** offer multimedia exploration of 93 occupations. This CD-ROM links through the Internet to related *California Occupational Guides* and the *Enhanced California State Training Inventory*.

**California Job Prospects, A Guide for Career Planning for Students** is a career tabloid with the following topics: Choosing A Career, Preparing for Your Career, Where the Jobs Are, Getting the Job, Your Future, and Internet Resources. *Prospects* can be viewed on the Internet with the Adobe Acrobat Reader or downloaded to your computer to save or print later.

**California Occupational Guides** describe 350 individual occupations or groups of related occupations in detail with statewide wage and trend information. Guides are available as a loose leaf set for three-ring binders and are also viewable at the CALMIS web site.

**Career Opportunities** is an industry-based exploration of careers in the following industries: Information Technology, Manufacturing, Hospitality, Tourism, and Recreation, Arts, Media & Entertainment, and Health Services. Available for statewide and 12 School-to-Career regions.

**California Professional & Business License Handbook 1999** contains a list of occupations licensed by the State of California along with licensing requirements, license fees, and the name and address of the licensing authority.

**California Training and Education Programs (CTEP), formerly the Enhanced State Training Inventory**, offers information on local schools and colleges including name, address, phone numbers, fax numbers, and the educational and training programs offered. CD-ROM links to transit and map web sites to provide transportation information to training seekers.

**CalJOBS** lists California job openings. Job seekers may post resumes. Employers may list jobs.

**CALMIS (California's Labor Market Information System)** is the home page for the Labor Market Information Division (LMID) of the Employment Development Department (EDD). Information cited as available on the Internet on the "Tools for Occupational Exploration" matrix will be found at this site unless another web address is given below.

**Directory of California Local Area Wages**, formerly the *Wage Supplement*, compiles wage information gathered by the California Cooperative Occupational Information System (CCOIS) on 401 occupations in all 58 CA counties during 1997, 1998 and 1999.

**Occupational Employment and Wage Data** lists the most current wages for each occupation: entry-level hourly, mean hourly, mean annual, and hourly at the 25<sup>th</sup>, 50<sup>th</sup> (median), and 75<sup>th</sup> percentiles. Regional, county, and statewide data are available.

**Occupational Information Network (O\*NET)** replaces the *Dictionary of Occupational Titles* and is rich in skills, tasks, and related occupations. O\*NET offers crosswalks to other occupational classification systems. Can be downloaded at no charge from **DOL** web site. ★

**Occupational Outlook Reports** provide information about occupations selected by each of the local California Cooperative Occupational Information System (CCOIS) partners.

**Occupational Outlook Handbook**, published by the DOL, profiles occupations with national trend and wage information. ★

**Occupational Outlook Quarterly (OOQ)**, another DOL publication, features articles on occupations, trends, education and training, occupations and industries, choosing and changing jobs, college graduates, workers without a bachelor's degree. ★

**Projections and Planning Information Report** contains the following data: Labor Force, Wage and Salary Employment, Industry and Occupational Projections, Occupational Wages, and Social/Economic Data. Statewide and county reports are available.

**WorkSmart** CD-ROM delivers job search and retention skills as well as basic information about 38 entry-level occupations directly to the job seeker in an easy-to-understand, multimedia style.

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